



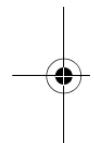
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OWNER'S MANUAL

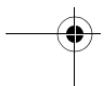
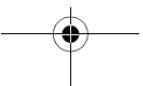
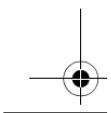
Please read before using this equipment.

10K Vertical Style Electronic Organizer

with World Time/
Currency Conversion/
Metric Conversion



RadioShack®



FEATURES

Your RadioShack 10K Vertical Style Electronic Organizer is a pocket-size data organizer, great for the person on the go, combining a telephone directory, schedule alarms, calculator, and more in one compact, easy-to-use package. Its other features include:

Three-Row Display — lets you see the most important information in a record at a glance.

Telephone Directory File — puts contacts' names and phone numbers at your fingertips.

Schedule Alarms — keeps you in control of your busy schedule by reminding you of meetings and other important events.

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Conversion Function — lets you perform conversions to and from metric measurements.

Currency Converter — makes it easy to convert between a primary currency and two foreign currencies, a useful feature when making purchases in another country.

World Time — shows you the current times in 22 cities (24 time zones) around the world, including London, Chicago, and Hong Kong.

10-Digit Calculator — performs standard arithmetic and memory calculations.

Four-Character Security Code — helps prevent unauthorized access to your confidential information.

10K Memory — gives you ample space for storing phone numbers, addresses, and schedules.

Automatic Power-Off — conserves battery power by turning off the organizer if no key is pressed for about 4 minutes.

Note: Tandy Corporation assumes no responsibility for any loss or claims that might arise through use of this organizer or for damages incurred as a result of information loss due to malfunctions, repairs, battery replacement, or misuse. You should maintain physical records of important information to protect against such loss.

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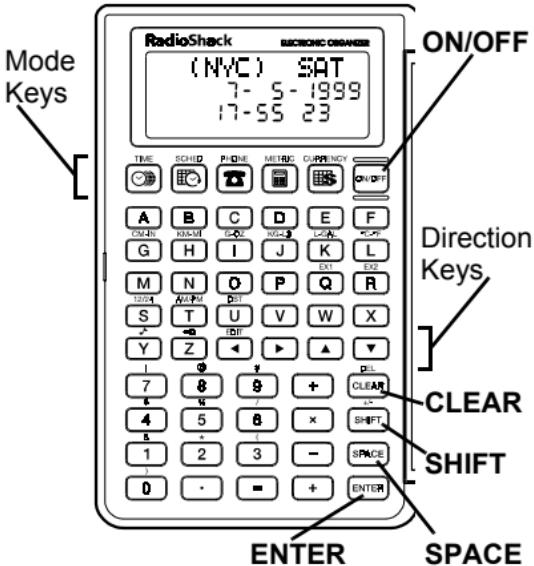
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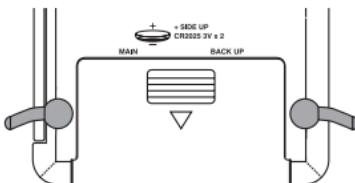
PREPARATION

A QUICK LOOK AT THE ORGANIZER



MOVING THE INSULATION STRIPS

Your organizer comes with insulation strips that help preserve battery power during shipping. Before using the organizer, remove the insulation strips from the battery compartment (located in the back) by grasping and pulling them away from the organizer.



TURNING THE ORGANIZER ON/OFF

Press **ON/OFF** to turn on the organizer, then press a function key to enter the desired mode.

To conserve battery power, the organizer automatically turns off after about 4 minutes if you do not press a key. To turn off the organizer sooner, press **ON/OFF**.

SETTING THE DATE/ TIME

When you set the time and date for your home time zone, all other world times are set automatically.

1. The screen for your home time shows an abbreviation for a city with brackets around it. If a city with brackets does not appear, repeatedly press **TIME**  until it appears.
2. If the city that appears is not in your time zone, find the code for the desired city in the following table, then repeatedly press  or  until the code appears.

Code	City
CHI	Chicago
DEN	Denver
LAX	Los Angeles
ANC	Anchorage
HNL	Honolulu

Code	City
MID	Midway
AKL	Aukland
DXB	Dubai
MCW	Moscow
CAI	Cairo
PAR	Paris
LON	London
NOU	Noumea
SYD	Sydney
TYO	Tokyo
HKG	Hong Kong
BKK	Bangkok
DAC	Dhaka

Code	City
KHI	Karachi
-1H	
-2H	
RIO	Rio de Janeiro
CCS	Caracas
NYC	New York

Notes:

- If your city is not listed, select a city in the same time zone as yours.

- As you scroll through the world cities list, **-1H** and **-2H** appear; however, no major cities correspond with Coordinated Universal Time -1H (hour) or -2H. You can still choose either of these settings if you know that you are in that specific time zone.

- Press **ENTER**. The organizer saves the city you selected as your home city.
- Select your home time city by repeatedly pressing **TIME**  until the city's name appears.
- Press **SHIFT**. **SHIFT** appears.
- Hold down **EDIT**. The month digits flash.

7. Repeatedly press **◀** and **▶** to move to the digit you want to change. The digit you select flashes. Then use the number keys to enter the year, month, day, hour, and minute.
8. Press **AM/PM (T)** to choose AM or PM.
9. Repeatedly press **DST (U)** to turn Daylight Savings Time on or off. (**DST** appears if Daylight Savings Time is on.)
10. Press **ENTER** to store the date and time.

Note: If the information you enter is invalid (for example, if you enter 15 for the month), the invalid digit flashes after you press **ENTER**. Re-enter the correct digit, then press **ENTER**.

Viewing World Times

Once you set your home time, you can view the correct time in 22 other cities (24 time zones) around the world.

Note: The world time screen does not show brackets in the top line.

Repeatedly press **TIME**  until the brackets disappear. The date and time in the last selected city appear. Then repeatedly press **◀** or **▶** to select the code for the city you want.

To turn Daylight Saving Time on or off for the displayed city, repeatedly press **U**.

Notes:

- When you turn on Daylight Saving Time, the organizer automatically adjusts the time of U.S. cities accordingly.

- Not all cities use Daylight Saving Time.

TURNING THE KEY TONE ON AND OFF

To set your organizer to sound a tone each time you press a key, repeatedly press **TIME**  until your home time appears, then press  to turn the key tone on and off.  appears when the key tone is on.

PHONE DIRECTORY

You can store a contact's name, e-mail address, phone and/or fax numbers into each phone directory record. You can store up to 577 phone directory records. The name can be up to 20 characters, and each telephone number can be up to 20 digits.

ENTERING A PHONE DIRECTORY RECORD

1. Press **PHONE** **2**, **NAME?** and **FREE** and a number indicating the available memory appear.

Note: **MEMORY FULL** appears if the memory is full. You can delete phone directory or other types of records to free memory (see "Deleting a Phone Directory Record" on Page 22).

2. Enter the contact's name.

- The organizer stores names alphabetically, so you might want to enter the last name first.
- To enter a space, press **SPACE**.
- Press **SHIFT** and the desired key (such as @/8) to access secondary symbols.
- If you make an incorrect entry, use the arrow keys to move to the character you want to change, then type the correct character over the old one.

3. Press **ENTER**. **E-MAIL** appears.

4. Enter the contact's e-mail address then press **ENTER**. **TEL#?** appears.

5. Type the first phone number then press **ENTER**. **FAX#** appears.

6. Type the fax number then press **ENTER** to store the record. **STORE**.. briefly appears as the record is stored.

Note: Repeat Steps 2–6 to enter the next phone directory record.

RECALLING A PHONE DIRECTORY RECORD

You can recall a phone directory record by either sequential or direct recall.

Sequential Recall

1. Press **PHONE**  to enter the phone directory.
2. Press **▼** to view the first record sorted alphabetically.

3. To view an e-mail address associated with the record, press **ENTER**. Press **ENTER** again to view the record.
4. Repeatedly press **▲** or **▼** to view the previous or next record until the desired record appears.

Direct Recall by Name

1. Press **PHONE**  to enter the phone directory.
2. Enter the first few characters of the desired name.
3. Press **▼** to begin the search.

Note: If a matching record is not found, **NOT FOUND** appears.

4. If necessary, repeatedly press **▲** or **▼** to view the previous or next record stored in sequence until the desired record appears.

EDITING A PHONE DIRECTORY RECORD

1. Recall the record you want to edit.
2. Press **SHIFT**. **SHIFT** appears.
3. Press **EDIT**. A flashing cursor appears on the first character of the contact's name.
4. Use the arrow keys to move the cursor to the character or digit you want to change.
 - To change a character, simply type the correct character.

- To change a character to a space, press **SPACE**.
- To delete a character, press **DEL**.

5. When you finish editing, press **ENTER**. **STORE** . . briefly appears as the organizer saves the changes you made to the record.

DELETING A PHONE DIRECTORY RECORD

1. Recall the record you want to delete.
2. Press **DEL**. **DELETE? (Y/N)** appears.

3. If you are sure, press **Y**. The entire directory record is deleted. Otherwise, press **N**. The record remains unchanged.

SCHEDULE ALARMS

Schedule alarms help you stay in control of your busy schedule by reminding you of meetings and other important events. For each schedule alarm, you can enter an alarm message of up to 32 characters.

At the set alarm time, the alarm sounds for 20 seconds and your stored message appears. If the organizer is off at the alarm time, the organizer turns on, sounds the alarm, and displays the alarm message.

To silence the alarm sooner, press any key.

Notes:

- Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.

- If the alarm sounds and the alarm message appears while you are entering information, the information you are entering might not be stored.

ENTERING A SCHEDULE ALARM RECORD

1. Press **SCHED** . **SCHED?** and a number indicating the available memory appear.

Note: **MEMORY FULL** appears if the memory is full. You can delete schedule alarm or other types of records to free memory (see “Deleting a Schedule Alarm” on Page 30).

2. Enter the alarm message.

- To enter a space, press **SPACE**.
- If you make an incorrect entry, use the arrow keys to move to the character you want to change, then type the correct character over the incorrect one.

3. Press **ENTER**. The first digit of the date flashes.
4. Enter the alarm date (year, month, day).
5. Enter the alarm time.

Note: Repeatedly press **AM/PM** (**T**) to set AM or PM.

6. Press **ENTER**. **ALM ON Y/N?** appears.
7. Press **Y** to set the schedule alarm or **N** to cancel setting the schedule alarm.

Note: To enter another schedule alarm, repeat Steps 2-7.

RECALLING A SCHEDULE ALARM RECORD

You can recall schedule alarm records using either sequential recall by alarm time or direct recall by alarm message.

Sequential Recall by Alarm Time

1. Press **SCHED** . **SCHED?** and a number indicating the available memory appear.

2. Press **▲** to view the record for the first scheduled alarm, or press **▼** to view the record for the last scheduled alarm.
Then press **▼** or **▲** to scroll through the records in chronological order.

Direct Recall by Alarm Message

1. Press **SCHED**  **SCHED?** and a number indicating the available memory appear.
2. Type the first few characters of the desired schedule message.
3. Press **▼** to view the first record that begins with the characters you entered.

Note: If a matching record is not found, **NOT FOUND** appears.

4. If necessary, press **▼** or **▲** to view the next or previous record in chronological order.

EDITING A SCHEDULE ALARM RECORD

1. Recall the schedule alarm you want to edit.
2. Press **SHIFT**. **SHIFT** appears on the left side of the display.
3. Press **EDIT**. A flashing cursor appears on the first character of the display.
4. Use **◀** and **▶** to move the cursor to the character you want to change.

- To change a character, simply type the correct character.
- To change a character to a space, press **SPACE**.
- To delete a character, press **DEL**.

5. Press **ENTER**. **ALM ON Y/N?** appears. Press **Y** to have the organizer sound the alarm. Otherwise, press **N**. **STORE..** briefly appears.

DELETING A SCHEDULE ALARM

Follow these steps to delete a schedule alarm record after its date has passed (to free up memory) or if you do not want it to sound on the set date.

1. Recall the schedule alarm you want to delete.
2. Press **DEL.** **DELETE? (Y/N)** appears.
3. If you are sure, press **Y**. The entire schedule alarm record is deleted. Otherwise, press **N**. The record remains unchanged.

DAILY ALARM

You can set an alarm to sound at a set time of day. When the daily alarm is on, (●) appears and a tone sounds for about 20 seconds at the set time.

To silence the alarm sooner, press any key.

Note: Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.

SETTING THE DAILY ALARM

1. Press **TIME** (⌚) twice to enter the daily alarm mode. **ALARM 12-00** appears.
2. Press **SHIFT**. **SHIFT** appears.

3. Press **EDIT**. **EDIT** appears and the first hour digit flashes.
4. Use the number keys to enter the alarm hour and minute.

Note: If you make a mistake, press **►** or **◀** to move forward or backward to the digit that you want to change. Then enter the correct digit.

5. Press **AM/PM (T)** to set the alarm time to AM or PM.
6. To store the alarm time, press **Y**. **((•))** appears and the alarm is set to sound. Otherwise, press **N**.

TURNING THE DAILY ALARM ON AND OFF

1. Press **TIME**  twice to enter the daily alarm mode. **ALARM 12-00** appears.
2. Press **EDIT**. **EDIT** appears and the first hour digit flashes.
3. To turn the alarm on, press **Y**.  appears and the alarm is set to sound. Otherwise, press **N**.

Note: Turning the daily alarm on or off does not affect the schedule alarms (see “Entering a Schedule Alarm Record” on Page 25).

MONEY MANAGER

You can use the organizer's money manager function to keep a record of up to 3 separate account balances. This is useful if you have multiple bank accounts.

Follow these steps to enter or update an account balance.

1. Press **CURRENCY**  **ACCT1** (the first account) appears.
2. If necessary, repeatedly press **▼** or **▲** to select a different account (**ACCT2** or **ACCT3**).
3. *To record a deposit*, press **+**. Then use the number keys to enter the desired amount.
To record a withdrawal, press **-**. Then use the number keys to enter the desired amount.

Note: The balance in any account can be as much as \$9,999,999,999. If you try to add more to the account, **E** appears and the organizer does not add the amount to the account.

PASSWORD

The organizer lets you block access to all phone directory, schedule alarm, and account manager records. Once you set a password of up to 4 characters, all phone directory, schedule alarm, and account manager records are locked until you enter the password.

Note: The organizer automatically turns itself off if you do not press a key for about 4 minutes. Even if you selected a record before the organizer turned off, you must enter your password to reselect the record.

ENTERING A PASSWORD

1. Repeatedly press **TIME**  until your home time appears, then press (key icon). **LOCK?**  appears.
2. Enter a password of up to 4 characters, then press **ENTER**. (display key icon) appears on the bottom right.

Notes:

- Your password can include any combination of letters, numbers, or symbols.
- Enter a password you can remember. If you forget it, you must reset the organizer which clears all information in memory (see “Resetting the Organizer” on Page 52).

3. Enter the desired record.

Each time you turn on the organizer, enter the password, unless you cancel the password.

CANCELING A PASSWORD

To cancel the password at any time, press **TIME**  until your home time appears, then press  so **UN-LOCK? _____** appears.

Enter the password. Then press any mode key.  disappears.

CHANGING THE SECRET PASSWORD

1. Repeatedly press **TIME**  until your home time appears, then press  **UNLOCK?**  appears.
2. Enter the current password. **LOCK?**  appears.
3. Enter the new password and press **ENTER**. The home time and  appears.

CALCULATOR

Press **METRIC**  to use the calculator. **CALC** and 0. appear.

Press the number keys in the order they appear in the arithmetic operation. For example:

You Press:	You See:
3 + 4 =	7
8 × 3 - 4 =	20
6 ÷ 2 =	3

To clear a calculation, press **CLEAR**.

Notes:

- If the result of a calculation has more than 10 digits, or if you try to divide by 0, **E** (error) appears. To clear the error, press **CLEAR**.

- If you enter a wrong number, press **CLEAR** and re-enter the correct number before you press =.
- Press **+/- (SHIFT)** to change the displayed number's sign from positive to negative or negative to positive.

CONVERSION

The conversion function lets you perform metric or currency conversions. The organizer can convert between the following units of measurement:

- inches/centimeters
- miles/kilometers
- ounces/grams
- pounds/kilograms
- US gallons/liters
- Celsius/Fahrenheit
- currency

METRIC CONVERSION

1. Repeatedly press **METRIC** until **METRIC 0.** appears.
2. Enter the number you want to convert.

3. Press one of the following keys for the conversion you want:

Press	To Convert
G (CM-IN)	Centimeters to Inches or Inches to Centimeters
H (KM-MI)	Kilometers to Miles or Miles to Kilometers
I (G-OZ)	Grams to Ounces or Ounces to Grams
J (KG-LB)	Kilograms to Pounds or Pounds to Kilograms
K (L-GAL)	Liters to Gallons or Gallons to Liters
L ($\times C - \times F$)	Temperature (Celsius to Fahrenheit or Fahrenheit to Celsius)

4. Press \blacktriangleright or \blacktriangleleft to select the direction of the conversion.

For example, to convert degrees Celsius to degrees Fahrenheit, enter the desired temperature, press $^{\circ}\text{C}-^{\circ}\text{F}$, and then press \blacktriangleright .

CURRENCY CONVERSATIONS

You can use the organizer to convert from or to your currency and two other types of currency.

Setting an Exchange Rate

You can use your organizer to set up and enter up to two exchange rates.

1. Repeatedly press **CURRENCY**  until **CURRENCY** appears.
2. Press **EX1** or **EX2** to select an exchange rate location. **EX1** or **EX2** appears.
3. Enter the exchange rate for the location you selected. For example, if there are 1.5 US dollars to the Deutschemark, enter **1.5**. Then press **ENTER**.

Converting Currencies

1. Press **METRIC**  **CALC** 0. **0** appears.
2. Enter the amount of currency you want to convert.
3. Press **EX1** or **EX2** to select the desired exchange rate. **EX1** or **EX2** appears.
4. Press **◀** to divide the amount by the conversion rate. Or, press **▶** to multiply the amount by the conversion rate.

CARE

To enjoy your organizer for a long time:

- Keep the organizer dry. If it gets wet, wipe it dry immediately.
- Use and store the organizer only in normal temperature environments.
- Handle the organizer gently and carefully. Don't drop it.
- Keep the organizer away from dust and dirt.
- Wipe the organizer with a damp cloth occasionally to keep it looking new.

Modifying or tampering with the organizer's internal components can cause a malfunction and invalidate its warranty. If your organizer is not performing as it should, take it to your local RadioShack store for assistance.

REPLACING THE BATTERIES

Your organizer uses two CR2025 button-cell batteries supplied for power. When the display dims or the organizer stops operating properly, replace both batteries. For the best performance and longest life, we recommend RadioShack lithium batteries.

Follow these steps to replace the batteries.

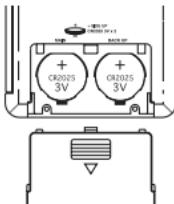
Warnings:

- Keep button-cell batteries away from children. Swallowing a button-cell battery can be fatal.
- Dispose of old batteries promptly and properly. Do not burn or bury them.

Cautions:

- Use only fresh batteries of the required size and recommended type.
- Do not mix old and new batteries or different types of batteries (standard or alkaline).

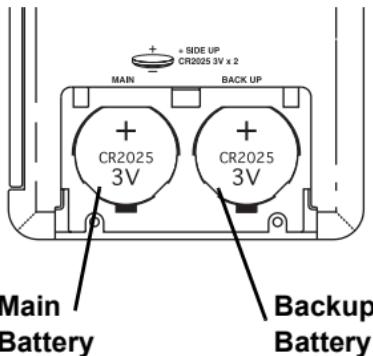
1. Press **ON/OFF** to turn off the organizer.
2. Slide the battery compartment cover in the direction of the arrow on the cover to remove it.



Caution: To avoid losing stored data:

- Do not remove more than one battery from the battery compartment at a time.
- Be sure to turn off your organizer before replacing any batteries.

3. Remove the backup battery, then install a fresh battery with its positive (+) side facing up.

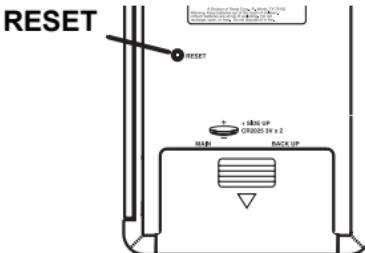


4. Remove the main battery, then install a fresh battery with its positive (+) side facing up.
5. Replace the cover.

RESETTING THE ORGANIZER

If the organizer locks up or stops operating properly, use a pointed object (such as a straightened paper clip) to press **RESET** on the back of the organizer.

RESET? Y/N appears. Press **Y** to reset the organizer and clear all memory. Otherwise, press **N**.



Turn on the key tone again (if desired), re-enter the daily alarm settings, and set the current date and time.

SPECIFICATIONS

Power Source

Main One Lithium Battery, 3V

Back-up One Lithium Battery, 3V

Type CR2025

Battery Life About 1 Year

Automatic Power-Off About 4 Min

Working Temperature 32° to 104°F
(0° to 40°C)

Dimensions

(HWD) $4\frac{1}{2} \times 2\frac{13}{16} \times \frac{1}{2}$ in
(114 x 71 x 12.2 mm)

Weight (with Batteries) 4.05 oz
(115 g)

Specifications are typical; individual units might vary. Specifications are subject to change and improvement without notice.

NOTES

Limited One-Year Warranty

This product is warranted by RadioShack against manufacturing defects in material and workmanship under normal use for one (1) year from the date of purchase from RadioShack company-owned stores and authorized RadioShack franchisees and dealers. EXCEPT AS PROVIDED HEREIN, RadioShack MAKES NO EXPRESS WARRANTIES AND ANY IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES CONTAINED HEREIN. EXCEPT AS PROVIDED HEREIN, RadioShack SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED DIRECTLY OR INDIRECTLY BY USE OR PERFORMANCE OF THE PRODUCT OR ARISING OUT OF ANY BREACH OF THIS WARRANTY, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES RESULTING FROM INCONVENIENCE, LOSS OF TIME, DATA, PROPERTY, REVENUE, OR PROFIT OR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, EVEN IF RadioShack HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some states do not allow the limitations on how long an implied warranty lasts or the exclusion of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

In the event of a product defect during the warranty period, take the product and the RadioShack sales receipt as proof of purchase date to any RadioShack store. RadioShack will, at its option, unless otherwise provided by law: (a) correct the defect by product repair without charge for parts and labor; (b) replace the product with one of the same or similar design; or (c) refund the purchase price. All replaced parts and products, and products on which a refund is made, become the property of RadioShack. New or reconditioned parts and products may be used in the performance of warranty service. Repaired or replaced parts and products are warranted for the remainder of the original warranty period. You will be charged for repair or replacement of the product made after the expiration of the warranty period.

This warranty does not cover: (a) damage or failure caused by or attributable to acts of God, abuse, accident, misuse, improper or abnormal usage, failure to follow instructions, improper installation or maintenance, alteration, lightning or other incidence of excess voltage or current; (b) any repairs other than those provided by a RadioShack Authorized Service Facility; (c) consumables such as fuses or batteries; (d) cosmetic damage; (e) transportation, shipping or insurance costs; or (f) costs of product removal, installation, set-up service adjustment or reinstallation.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

RadioShack Customer Relations,
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We Service What We Sell

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